

## CITY OF MENOMONIE ADMINISTRATIVE ASSISTANT TREASURER OFFICE

The City of Menomonie is currently seeking an administrative assistant to play a key role in the Treasurer Office. This is a 35 hour per week benefited position. The ideal candidate will have excellent communication and organizational skills, be proficient and knowledgeable of computer applications including Word & Excel, customer service / reception skills, and other administrative tasks as required. Starting wage is \$20-\$21/ hour with step increases over time. Duties will be directed by the Treasurer/Comptroller.

Applications and a complete job description may be obtained on the City of Menomonie website - [www.menomonie-wi.gov](http://www.menomonie-wi.gov). and can be submitted to the City Administrator's office, 800 Wilson Avenue, Menomonie, Wisconsin 54751 or via email to [pwildner@menomonie-wi.gov](mailto:pwildner@menomonie-wi.gov); and must be received at the same office no later than **April 7, 2023**. The City of Menomonie is an equal opportunity employer. Position open until filled.